

UNIFIED JUDICIAL SYSTEM

Policy 304

November 24, 1993

TRAVEL ADVANCES

The American Express Corporate Card is available to all judges and employees of the judiciary through application to the State Court Administrator's Office. This card enables one to charge travel expenses and pay off the charges after reimbursement has been made by the state. There is no cost or interest charge for use of the Corporate Card.

In the event use of the Corporate Card is not feasible, judges and court employees may request funds in advance of travel to be used for payment of meal and lodging expenses while traveling for judicial business. Funds will be advanced provided the travel is in excess of five days per month, whether or not consecutive, and the amount advanced does not exceed 80% of estimated expenses for that period.

A travel advance may be requested by completing a travel expense voucher at 80% of the estimated expenses for the period. The voucher should indicate the days the advance is being requested for and the purpose of travel.

Funds received for a travel advance must be deducted on the travel expense voucher for the month in which the travel occurs.

Approved by the Supreme Court